

Uploading a Creditor Matrix

A creditor matrix contains the names and mailing addresses of creditors. **The creditor matrix must be in a .txt file before it can be successfully uploaded.** Refer to the procedure **Saving Text Documents** for instructions on how to save a file as .txt. All other file types within ECF will be PDF files. The process of uploading a .txt file is listed below.

K **IMPORTANT Chapter 11 only:** Before completing the creditor list for your matrix and saving as a txt file, **YOU MUST add the following interested parties to your creditor list:**

Chapter 11

IRS - Insolvency Unit
380 Westminster Street - 4th Floor
Providence, RI 02903

Chapter 11

State of Rhode Island
Department of Labor & Training
1511 Pontiac Ave. Bldg 72,3rd Fl
Cranston, RI 02920

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu (See Figure 1)

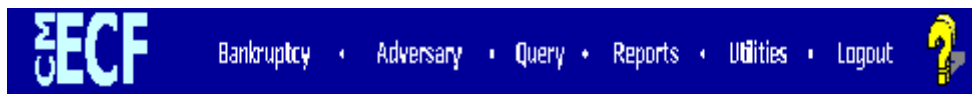


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays

‘ Click on the **Creditor Maintenance** hyperlink

STEP 3 The **CREDITOR MAINTENANCE** screen displays

‘ Click on the **Upload a creditor matrix file** hyperlink

STEP 4 Enter the case number in yy-nnnnn format; click [NEXT]

STEP 5 The **UPLOAD CREDITOR INFORMATION** screen displays

- ' Click [**BROWSE**] to upload the .txt document, (ensure that **All Files [.txt]** appears in the "Files of Type" field); click [**NEXT**]

K *TIP - For quality assurance, select OPEN on the drop down menu with a right click, for viewing and verification. Close the matrix by clicking on "X" in the upper right-hand corner.*

STEP 6 The **TOTAL CREDITORS ENTERED** screen displays

- ' Confirm the number of creditors uploaded; click [**Submit**]
- ' If the total number of creditors entered is not the same as the total number of creditors on the matrix, click the browser's [**BACK**] button and research the error.

STEP 7 The **CREDITOR RECEIPT** screen displays

- ' The information displayed confirms the number of creditors added to the case.

STEP 8 Click on the **Return to Creditor Maintenance Menu** link to add creditors for additional cases. If there are no other matrices to add, select another option on the **Main Menu Bar**.